

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Supply Clerk

PAY PLAN/SERIES/LEVEL - NF-2005-2

MAJOR DUTY DESCRIPTION:

Maintains property accountability records. Prepares issue, turn-in and other transaction documents for non-expendable property. Maintains a register of transaction documents and makes necessary posting to the property accountability records.

Physically inventories property at periodic intervals. Prepares inventory adjustments as appropriate. Reviews and edits requisitions, assures data is correct. Revises quantities ordered based on number of items on hand. Investigates receiving documents involving discrepancies. Processes receipt transactions for material being received.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.

QUALIFICATION REQUIREMENTS:

Work experience related to the duties described above. Basic skills in computer and math and clerical or administrative work experience, which indicates the ability to perform the duties as described above. Must be able to type 40 words per minute.